	SSIFICATION	PAGE				Form Approved OMB No. 0704-0188		
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24				3. DISTRIBUTION/AVAILABILITY OF REPORT				
2b. DECLASSIFICATION/DOWNGRADING SCHEDULE				Approved for public surges; distribution unlimited				
4. PERFORMING ORGANIZATION REPORT NUMBER(S)				S. MONITORING ORGANIZATION REPORT NUMBER(S)				
Robert	PERFORMING M. Thrall	7a. NAME OF MONITORING ORGANIZATION						
	ebble Hill City, State, an		AFOSR 7b. ADDRESS (City, State, and ZIP Code)					
	TX:7702	BLDG 410 BAFB DC 20332-6448						
8a. NAME OF FUNDING/SPONSORING ORGANIZATION (If applicable)				9. PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER				
AFOSR				F44620-76-C-0131				
8c. ADDRESS (City, State, and ZIP Code)				10. SOURCE OF FUNDING NUMBERS PROGRAM PROJECT TASK WORK UNIT				
BLDG 410				ELEMENT NO.	NO.	NO.		ACCESSION NO.
BAFB DC 20332-6448 11. TITLE (Include Security Classification)				61102F	2304		A5	<u> </u>
12. PERSONAL	. AUTHOR(S) M. Thrall	COMMAND AND CONTROL  4. DATE OF REPORT (Year, Month, Day) 15. PAGE COUNT						
13a. TYPE OF REPORT 13b. TIME COVERED FOMTO			то	1977 2				
16. SUPPLEME	NTARY NOTAT	TION						
17.	COSATI	CODES	18. SUBJECT TERMS (	(Continue on reverse if necessary and identify by block number)				
FIELD	FIELD GROUP SUB-GROUP							
		<del></del>						;
19. ABSTRACT	(Continue on	reverse if necessary	and identify by block n	umber)				
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20. DISTRIBUT	TION/AVA!LAB	ILITY OF ABSTRACT	·	21. ABSTRACT S	ECURITY CLASSIFI	CATION		
· 🛛 UNCLAS	SIFIED/UNLIMIT	unclassified						
	F RESPONSIBLE	22b. TELEPHONE (Include Area Code) 22c. OFFICE SYMBOL NM						

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## ROBERT M. THRALL AND ASSOCIATES, INC.

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6 June 1977

AFOSR-TR. 89-0740

Dr. I. N. Shimi Building 410 Air Force Office of Scientific Research Bolling Air Force Base Washington, D. C. 20332

Dear Dr. Shimi:

I am writing this letter as a brief report on work done by Robert M. Thrall and Associates, Inc. under the contract F44620-76-C-0131, "Workshop on Decision Information for Tactical Command and Control."

## Our assignments were:

- (1) To organize a workshop on Decision Information for Tactical Command and Control under the general guidance of an ad boc Steering Committee;
- (2) To conduct the workshop;
- (3) To collect, edit and publish the proceedings of the workshop;
- (4) To supply 500 copies of a final scientific report in the form of workshop proceedings.
- (1) The organization of the Workshop included (a) participation in 4 meetings with the Steering Committee, (b) nominating the researchers for the third phase of the Workshop, (c) negotiating with all of the speakers, (d) handling arrangements with Arlie House, (e) arranging the program, (f) inviting potential participants, (g) preparation and circulation of a printed descriptive brochure, of a preliminary program and of a letter giving logistic details, (h) preparation of the final program, (i) handling a substantial amount of correspondence and telephone communication (including over 175 outgoing long distance calls).
- (2) Conducting the Workshop included (a) handling registration (with the substantial help of two AFOSR secretaries), (b) general supervision of the proceedings both logistic and technical.
  (c) taping relevant portions and (d) making preliminary ar angements with speakers for submission of manuscripts of their pretations.

Dr. I. N. Shimi 6 June 1977 page 2

- (3) The preparation of the Proceedings of the Workshop included (a) gathering of the manuscripts (about half of these were submitted during the Workshop itself; another quarter came within a month; the final quarter came much more slowly, indeed, the featured presentations of the generals and admirals did not reach us until February 1977), (b) transcribing from the tapes, (c) editing papers for consistence in notation, adequacy of figures and tables (the papers were not refereed technically), (d) typing the papers in a format suitable for photo processing, (e) preparation, circulation and correction of a list of atendees (which appears at the end of the Proceedings.
- (4) At the request of Major General Jasper A. Welch, Jr., the contractual number of copies of the final report was increased from 200 to 500. These were sent to AFOSR in late April. To facilitate distribution of the Proceedings, we supplied AFOSR with two sets of the attendees list on gummed back paper.

In conclusion, Chris Tsokos and I wish to express our appreciation to all of the persons we dealt with at AFOSR for their constructive and helpful approach in handling matters that required their attention. We wish especially to thank you for your own superlative cooperation throughout the entire period beginning with the planning and design of the Workshop and carrying through to deliveries of the final technical report.

Sincerely,

Robert M. Thrall

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